

*Fig. 1*

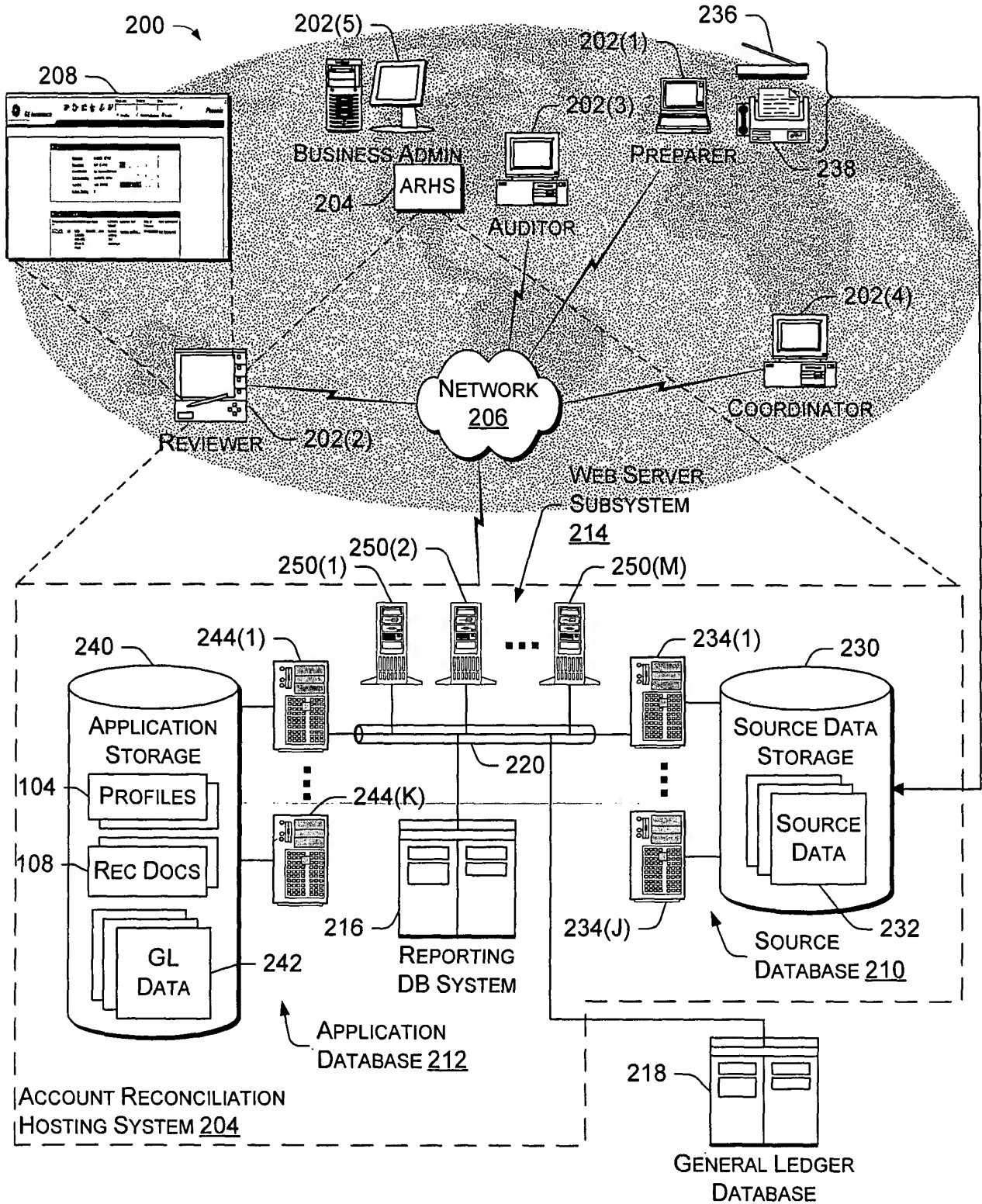


Fig. 2

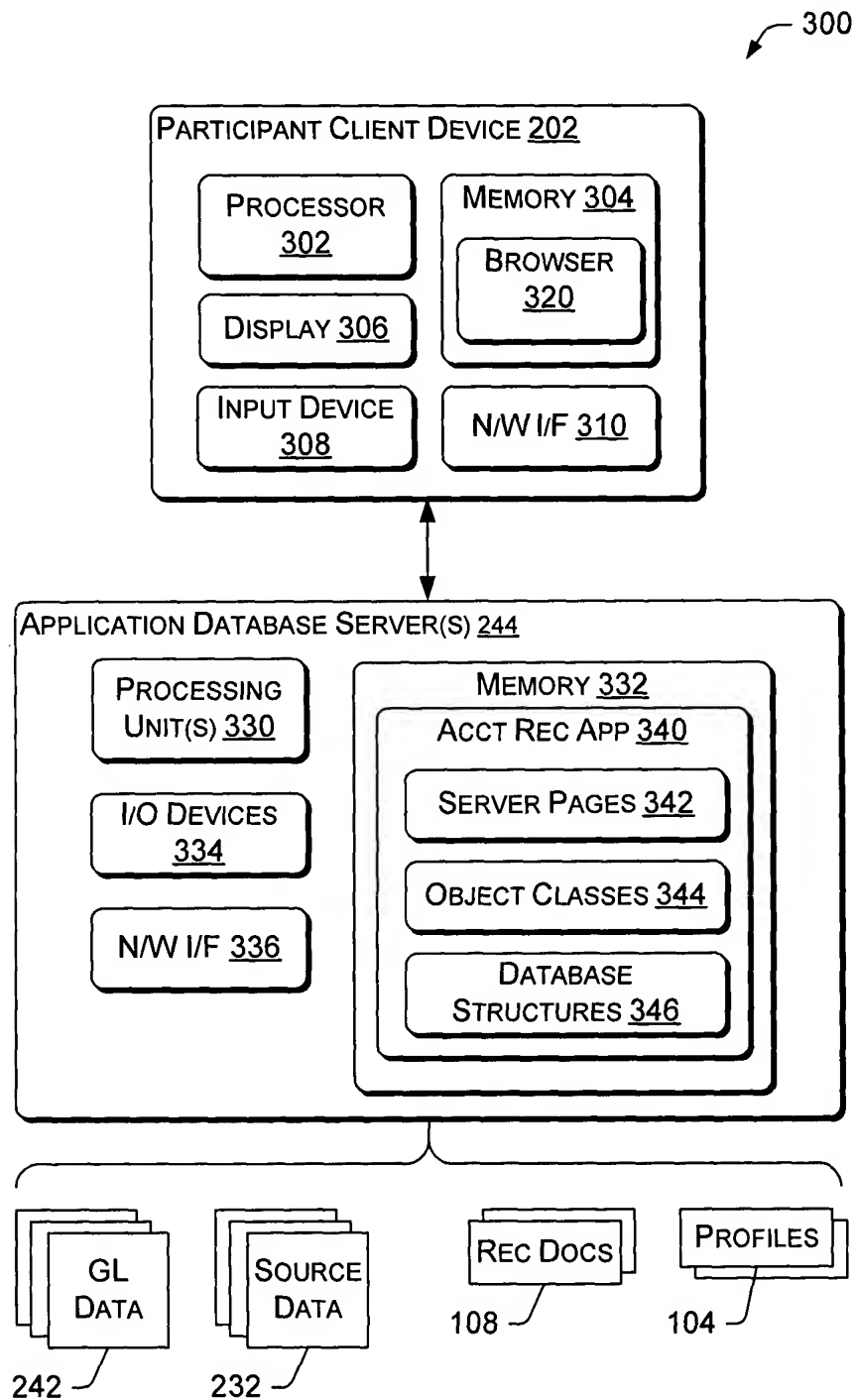


Fig. 3

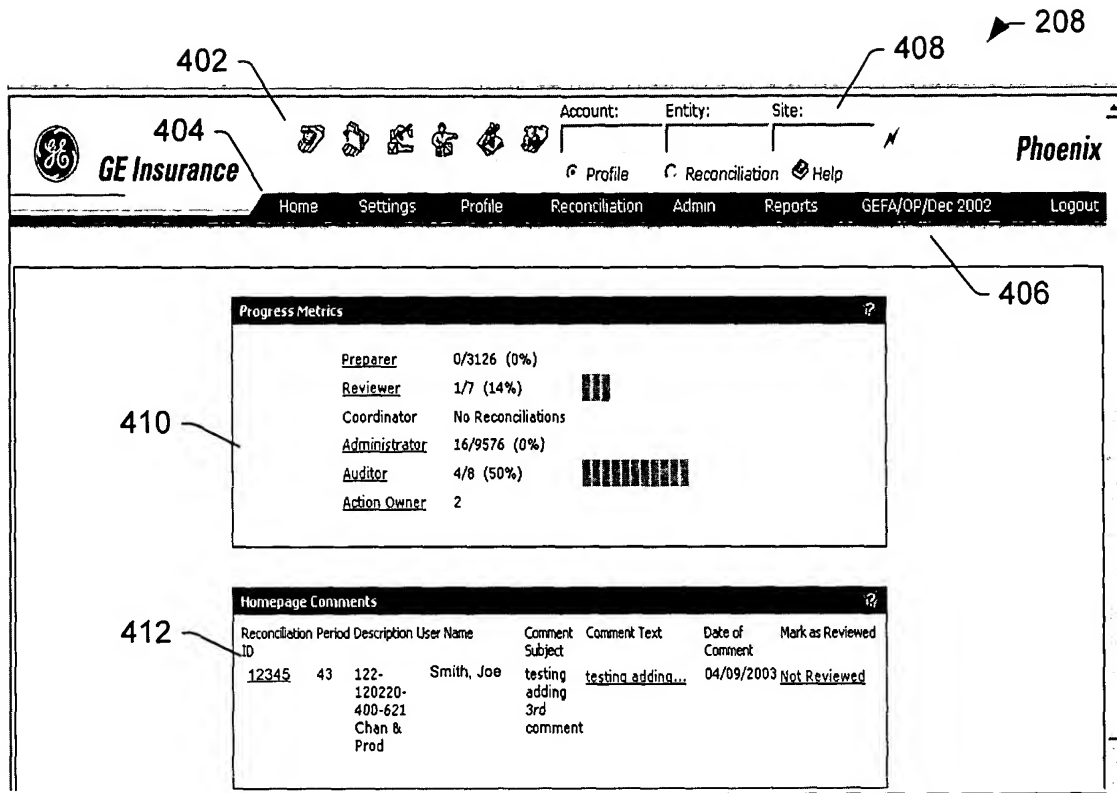


Fig. 4

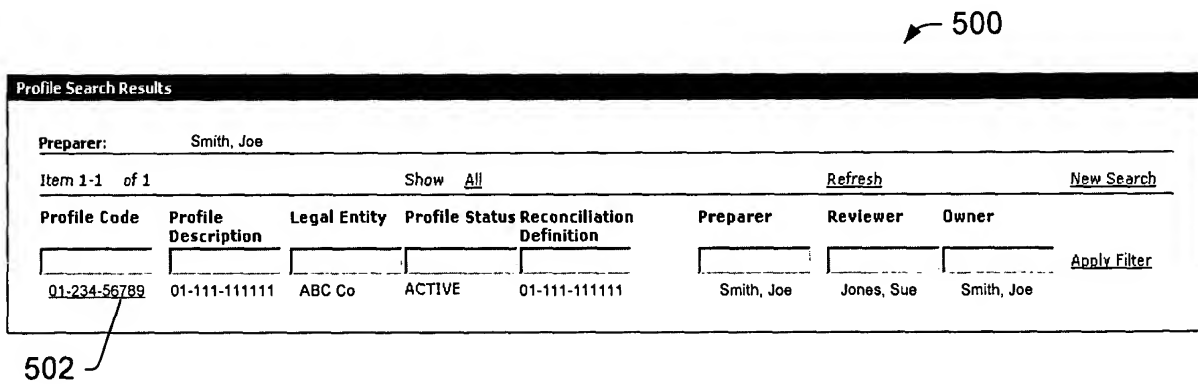


Fig. 5

Settings Screen Maintenance

Smith, Joe test@ercgroup.com

Default Client: XYZ Sub Default Reconciliation Set: REPT

Default Period: ☒ Open ☐ Last Used

Time Format: ☒ 12 Hour ☐ 24 Hour

Date Format: ☐ (dd/mm/yyyy) ☒ (mm/dd/yyyy)

Number Format: ☒ Thousand Comma ☐ Thousand Dot

Language: US - English

User Roles	User Class	Can Mod Profile	Make Profile Inactive	Del Recon Item	Re Recon Item	Enter Doc Comment	View Recon Doc	Assign Sec Pr	Assign Sec Rev	Reject Doc	App Doc	Create New User	Mod Security	Mod Global Accl	Mod Global Root Cause	Mod Train Con	Mod GE Q W	Lock/Unlock Period	Mod Train Test
Business Administrator	Business Admin	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Reviewer	Reviewer				x	x			x	x									
Coordinator	Site Coordinator	x	x		x	x	x	x	x	x									
Preparer	Preparer	x		x	x	x													
Auditor	Auditor				x	x													
Action Owner	Action Owner					x													

Available Sites to Coordinate

Code	Description

Fig. 6

Create Profile

802 Profile Code:

804 Profile Site:

806 Legal Entity:

808 Business Account Type:

Function:

Check points Activated: ☐

Reconciliation Risk: ☒ High ☐ Medium

810 Profile Description:

Profile purpose: Please Enter Profile purpose

Typical Transaction Summary: Please Enter Typical Transaction Summary

Profile Supplementary Information: Please Enter Profile Supplementary Information

Profile Status: DRAFT

Profile Owner:

Preparer:

Final Reviewer:

Is Dual Review required: ☐

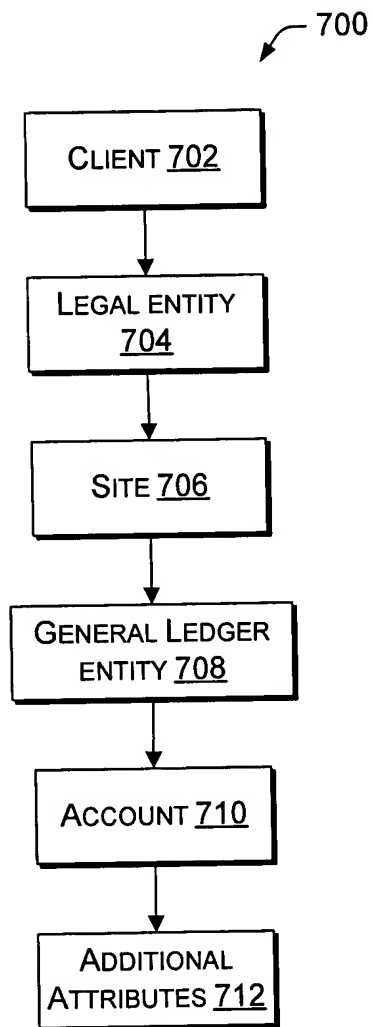
First Reviewer:

ItemType:

Reconciliation Frequency: ☒ Monthly ☐ Quarterly

812

Fig. 8



*Fig. 7*

900

**Edit Profile**

Profile Code	01-234-56789	Profile Status	DRAFT
Profile Site	09	Profile Owner	Smith, Joe
		Preparer	Smith, Joe
Legal Entity	ABC Co	Final Reviewer	Jones, Sue
Business Account Type	CASH	Is Dual Review required	<input checked="" type="checkbox"/>
Function	TR5	First Reviewer	Tran, David
Check points Activated	<input type="checkbox"/>	Item Type	
Reconciliation Risk	<input checked="" type="radio"/> High <input type="radio"/> Medium	Reconciliation Frequency	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly
Profile Description	Cash in Bank		
Profile purpose	This account is used to send and receive cash payments on behalf of this company.		
Typical Transaction Summary	Typical transactions include wire receipts and disbursements related to normal business activity; might include cash movements from premium collection accounts or to disbursements; additionally, third...		
Profile Supplementary Information	This is account is held at Bankers Trust.		

Profile Lines

Item 0 - 0 of 0 Add New

No ProfileLine records

912

Internet

902 904 906 908 910

Fig. 9

**Default Profile Attributes** 1000

The following values will be the default for all Profile Splits. You will have an option to change them later

Preparer	Smith, Joe
Final Reviewer	Jones, Sue
Dual Review Indicator	<input checked="" type="checkbox"/>
First Reviewer	Tran, David
Item Type	
Reconciliation Description	

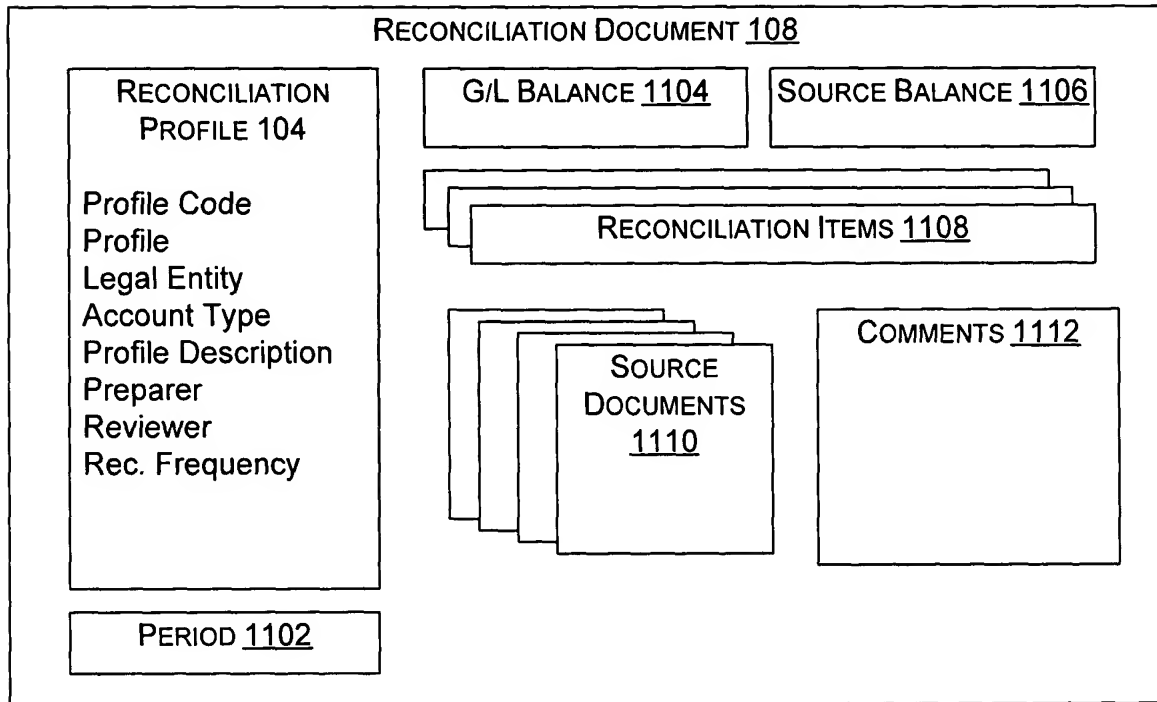
1002

**Adding Profile Attributes** 1004

Item 1-9 of 9 Show Refresh

Select	Attribute
<input type="checkbox"/>	Budget Center
<input type="checkbox"/>	Channel
<input type="checkbox"/>	Expense Allocation
<input type="checkbox"/>	Ledger Type
<input type="checkbox"/>	Product
<input type="checkbox"/>	Reinsurance Type
<input type="checkbox"/>	Statutory Line
<input type="checkbox"/>	Sub Account
<input type="checkbox"/>	Sub-Product

Fig. 10



*Fig. 11*

1200

1202      1204      1206

**Perform Reconciliation**

**Profile** 01-234-56789      **Document Status** DRAFT      [Add Source](#)      [Add Comments](#)

**Checkpoints**      1210      [View Comments](#)

<b>Legal Entity</b> ABC Co	<b>Function</b> HQ TRS COE	<b>Profile Description</b> 01-111-111111	<b>Reconciliation Description</b> 01-111-111111
-------------------------------	-------------------------------	---------------------------------------------	----------------------------------------------------

**Site:** 01

**Currency**  
USD

**Difference**  
0.00

**USD Items**

Item	Txn Date	Status	Item GL amount	Item Source amount	Exp	Action
<b>Unadjusted Totals</b>						
			0.00	100,000.00		
<u>test item</u>	02/04/03	OPEN	100,000.00		N	<a href="#">Delete</a>
<b>Total</b>			100,000.00	0.00		
<b>Adjusted Totals</b>			100,000.00	100,000.00		
<b>Difference</b>				0.00		

Items: [Add](#) [Upload](#) [Download](#)

1224

1222

1230

1232

1220

*Fig. 12*



1300

Source Document - Type

Select Type

1302 ☐ Fax

1304 ☐ Upload File

1308 ☐ Offline hardcopy

1312 Document Number

1306 Currency

1310 Amount

Source

Description

Comments

1314 Hardcopy location

Back Next

Fig. 13

1400

Add a Comment - Microsoft Internet Explorer

Add a Comment

Reconciliation description  GL Drill Down Text

Comment subject description

Comment text

Parent comment

Notify users

First name  Last name  Add New

Submit Cancel

1402

Fig. 14

1500

**Add New Reconciliation Item**

Reconciliation Item Description	<input type="text"/>	Reconciliation Item Type	<input type="radio"/> GL <input type="radio"/> SOURCE
Root cause code	<input type="text"/>	GL Account	<input type="text" value="--Select--"/>
Reconciliation Item Amount	<input type="text"/>	Write Off Flag	<input type="checkbox"/>
PL Exposure Flag	<input type="checkbox"/>	Item Type	<input type="text" value="null"/>
Transaction Date	<input type="text"/>	Opening Period	<input type="text" value="2002-November"/>
Open Item target Date	<input type="text"/>	Opening Date	<input type="text" value="1 November 200"/>
Action Owner Type	<input type="text" value="User"/>	Action Plan	<input type="text"/>
Action Owner User	<input type="text"/>	Action Owner Department	<input type="text"/>
External Action Owner	<input type="text"/>	Reconciliation Item Number	<input type="text"/>

Fig. 15

1600

**Perform Reconciliation**

<b>Profile</b>	<u>AP Benefits</u>	<b>Document Status</b>	SUBMITTED	<a href="#">Add Comments</a>
<b>Checkpoints</b>				<a href="#">View Comments</a>
<b>Legal Entity</b>	<b>Function</b>	<b>Profile Description</b>	<b>Reconciliation Description</b>	
ABC Co	TransAcctg	Unallocated Benefits	Unallocated Benefits	

Site: 04

<b>Currency</b>	<b>Difference</b>	<b>USD Items</b>	<b>Items :</b>	<a href="#">Download</a>																																										
USD	0																																													
		<table><thead><tr><th>Item</th><th>Txn Date</th><th>Status</th><th>Item GL amount</th><th>Item Source amount</th><th>PL exp. flag</th><th>Action</th></tr></thead><tbody><tr><td>GL Balance at Submission</td><td></td><td></td><td>388.907</td><td></td><td></td><td></td></tr><tr><td>Unadjusted Totals</td><td></td><td></td><td>388.907</td><td>388.000</td><td></td><td></td></tr><tr><td><u>JE 123456</u></td><td>December 2, 2002</td><td>OPEN</td><td>(907)</td><td></td><td>N</td><td>Delete</td></tr><tr><td><b>Total</b></td><td></td><td></td><td>(907)</td><td>0</td><td></td><td></td></tr><tr><td><b>Difference</b></td><td></td><td></td><td></td><td>0</td><td></td><td></td></tr></tbody></table>	Item	Txn Date	Status	Item GL amount	Item Source amount	PL exp. flag	Action	GL Balance at Submission			388.907				Unadjusted Totals			388.907	388.000			<u>JE 123456</u>	December 2, 2002	OPEN	(907)		N	Delete	<b>Total</b>			(907)	0			<b>Difference</b>				0				
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<b>Total</b>			(907)	0																																										
<b>Difference</b>				0																																										

Fig. 16

1700

Reconciliation Search Results							
Auditor: Dunn, Charles							
Item 1-4 of 4		Show All		Refresh		New Search	
Defn ID	Rec Desc	Profile Code	Profile Desc	Rec Status	Preparer	Reviewer	Apply Filter
<u>78</u>	testing the GL	shailesh	testing the GL	FINAL	Smith, Joe	Jones, Sue	
<u>101</u>	Bank recs	mix recs	Bank recs	FINAL	Smith, Joe	Winn, Bill	
<u>3645</u>	Bank Reconciliation	09-124-101101	Bank Reconciliation	FINAL	Chang, Peter	Davies, Joan	
<u>16200</u>	APIC	18-202-161103	APIC	FINAL	Roth, Steve	Godfrey, Geoff	

Fig. 17

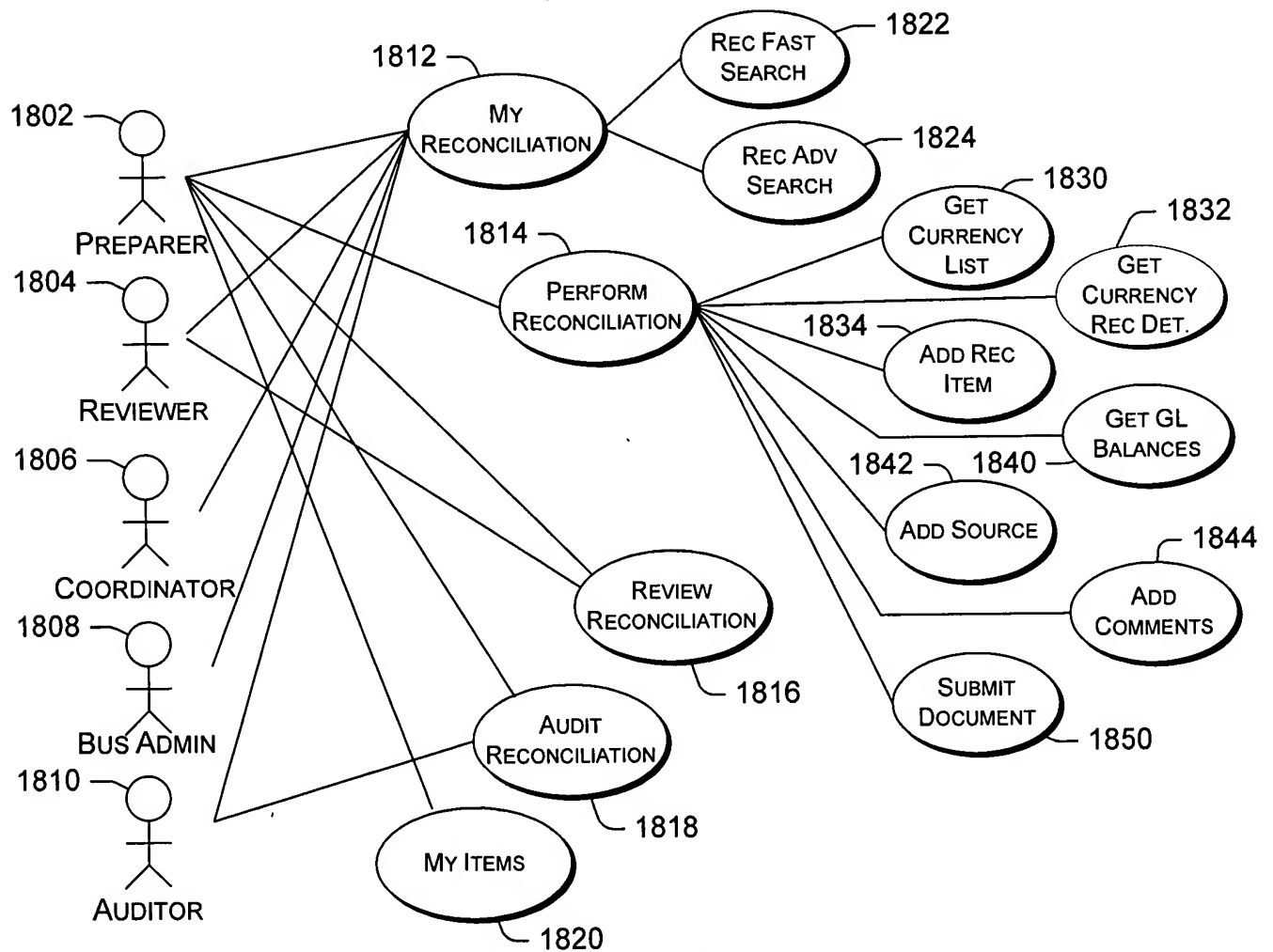


Fig. 18